

5 April 1952

TO: Assistant Director,  
Office of Collection and Dissemination

FROM: [REDACTED], Organization and Methods Examiner 25X1A9a

SUBJECT: Report on Technical Services Staff,  
Area Top Secret Control Office

1. PROBLEM: Review of the operating methods of the Area Top Secret Control Office, Technical Services Staff, for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES: 2 April 1952

a. Area Top Secret Control Officer:  
Alternate Top Secret Control Officer:  
Assistant Top Secret Control Officer:

[REDACTED] 25X1A9a

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) The Assistant TSCO performs the operating duties in connection with control, signing for and transmitting TS material both externally and internally.

(2) Since this is a new Area, files have not yet been set up.

b. Unique Problems:

(1) Certain TS materials are sent to TSS for analysis with cover sheet attached, and the material is usually destroyed or mutilated in the analysis process. The analyst prepares a memorandum report to the requesting office on the findings of the analysis. The Area TSCO personnel requested instructions as to (1) disposition of the cover sheet which was attached to the material destroyed or mutilated, and (2) proper handling of the memorandum which is frequently not Top Secret in itself though discussing Top Secret material.

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(2) TS documents are sent to TSS for photostating, having previously been assigned a number by the office of origin. TSS requests instructions on the numbering and receipting of the photostats.

NO CHANGE IN C122  
DOCUMENT NO.

(3) TSS occasionally prepares drafts of documents which are forwarded to OPC for issuance of a document in final form. TSS requests instructions as to numbering.

c. General Problems:

(1) TSS has the problem that is common to all Areas of receiving documents from outside agencies, assigning a TSS number, and later learning that copies of the same document have been received elsewhere and assigned Area numbers. Solution to this problem has been recommended in previous reports.

(2) Hand-carrying of documents without observance of control channels is a problem TSS has in common with other Areas.

(3) Destruction of documents poses a problem both as to inconvenient location of the incinerator for TSS, and lack of specific instructions as to exactly what documents can be destroyed by TSS without approval of the originator.

d. CONCLUSIONS:

This new Area evinces a marked desire to educate themselves fully in control procedures and to cooperate in the establishment of uniform procedures. In general, the proper degree of control is exercised and no security hazards were observed.

5. ACTION RECOMMENDED:

a. To conform with instructions in the Top Secret Guide, [REDACTED] should be appointed as an Alternate TSCO.

b. TSS requested suggestions as to the type of files to be set up. The examiner suggested a numerical file centralized in the Area control office.

c. The examiner recommends that the cover sheet which was attached to Top Secret material destroyed by analysis should be executed by the analyst at the bottom of the sheet to indicate destruction by analysis and returned to the office of origin through the TS courier system together with the memorandum of explanation, regardless of the classification assigned the memorandum. This action should be listed on the log with an explanatory note as to the memorandum's classification and number (if any).

d. Photostats of documents should bear the same number as the original document plus Photo Copy No. \_\_\_\_ on each photostat. The document receipts and the log should list all photostat copy numbers.

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e. The examiner suggests that TSS should assign a TSS control number to drafts of documents which are to be forwarded to OPC for issuance of a final document. When a copy of the final document is received, it should be cross-referenced to the TSS draft on the TSS log and TSS index cards.

f. The examiner understands that an Area can destroy without outside approval any copies of documents sent to them for retention except original copies of documents from outside agencies. TSS should be advised by the proper authority as to specifically what documents they can destroy.

Inasmuch as OPC has a periodic truck pick-up of documents to go to the incinerator, the examiner recommends that arrangements should be made with OPC for inclusion of documents for destruction from other Areas in that vicinity.

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CONCURRENCES:

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